



Transaction Code HELP

IDENTIFICATION

Transaction Code: ZFI2236

Transaction Title: Special Revenue Processing Dashboard – Single Year

UTILIZATION

Frequency: As Needed

Primary Use: Use this transaction to process special revenue journal entries in a single fiscal year for the following:

- Transfers of revenue between State Treasurer Funds and agency funds
- Fund 'Seeding' (New>Returns/Increases/Carryovers)
- Business Area Fund Loan Repayment Revenue Transfer

Alternate Uses: N/A

SELECTION CRITERIA - REQUIRED, RECOMMENDED & OPTIONAL FIELDS; HINTS & VARIANTS

Note: This document covers Single Year document creation and approval. Cross Year special revenue journal entries are covered under a separate help script.

Special Revenue Processing Dashboard



Action

- ☒ Create Single Year Document
- ☐ Create Cross Year Document
- ☐ Access Existing Documents

Header Details		Totals Overview	
Document Number	<input type="text"/>	Created By	BTHERIO BRIDGET THERIOT
Initiated By	A Agency	Created On	04/04/2023
Document Date	<input type="text"/>	Changed By	BTHERIO BRIDGET THERIOT
Posting Date	<input checked="" type="checkbox"/>	Changed On	04/04/2023
Document Type	29	Agency Approver	<input type="text"/>
Reference	<input type="text"/>	Agency Approved On	<input type="text"/>
Doc.Header Text	<input type="text"/>	STO Approver	<input type="text"/>
Transacting BA	<input checked="" type="checkbox"/>	STO Approved On	<input type="text"/>
BAFL Repayment Document	<input type="text"/>	OSRAP Approver	<input type="text"/>
Agency Approved	<input type="checkbox"/>	OSRAP Approved On	<input type="text"/>
STO Approved	<input type="checkbox"/>		
OSRAP Approved	<input type="checkbox"/>		
		Total Dr.	0.00
		Total Cr.	0.00

Required Fields:

- Document Date
- Posting Date
- Transacting Business Area

Recommended Fields:

- Reference
- Document Header Text

Optional Fields: None**Hints:** None**Variants:** None**ADDITIONAL NOTES**

- The Special Revenue Processing Dashboard allows agencies to create special revenue processing documents (Z9 document type) to transfer funds from one fund to another.
- Z9 document numbers are system generated upon Save.
- A cash automatic transfer is processed when the document is posted.
- Each document created is assigned a document status, allowing for tracking of documents that are:
 - RED status: Document Saved with errors or has not been fully approved.
 - GREEN status: Document has been fully approved and posted.
- Z9 documents require approval before the documents can be posted. Users with Post authorization who are not the last to edit the document can approve. Agency initiated documents must be approved by the Agency before OSRAP and STO can approve. OSRAP or STO initiated documents created on behalf of an agency do not require agency approval but must be approved by the other controlling agency.
- Documents can only be edited by the agency who initiated it.
- ZFI2236 records who and when a document was initiated/created, changed, and approved.
- The document must be coded to either a Business Area that is related to the transacting Business Area, or authorized Business Area.
- Transfers must be coded to a valid special revenue GL account.
- The special revenue document may be classified to a designated account assignment string and/or to an open customer receivable.
- The transaction allows for multiple accounting strings and multiple open receivable documents to be coded on one document.
- The transaction allows for the document attachment functionality.

TRANSACTION PROCESS and OUTPUT OVERVIEW

A. Create Document - Select Create Single Year Document, then select execute.

Special Revenue Processing Dashboard

Action

- ☒ Create Single Year Document
- ☐ Create Cross Year Document
- ☐ Access Existing Documents

Enter Header data. Document Date, Posting Date, and Transacting Business area are required fields. Reference and Document Header Text are free text fields.

Header Details				Totals Overview	
Document Number		Created By	BTHRIO	BRIDGET THERJOT	
Initiated By	A Agency	Created On	04/04/2023		
Document Date		Changed By	BTHRIO	BRIDGET THERJOT	Total Dr. 0.00
Posting Date		Changed On	04/04/2023		Total Cr. 0.00
Document Type	Z9	Agency Approver			
Reference		Agency Approved On			
Doc. Header Text		STO Approver			
Transacting BA		STO Approved On			
BAFL Repayment Document		OSRAP Approver			
Agency Approved	<input type="checkbox"/>	OSRAP Approved On			
STO Approved	<input type="checkbox"/>				
OSRAP Approved	<input type="checkbox"/>				

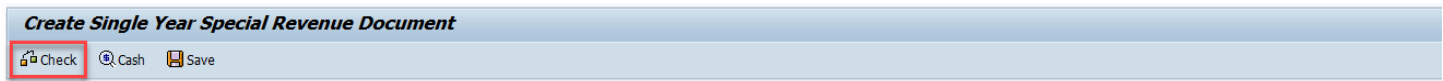
Enter line item data. GL Account, Debit/Credit, Amount, Business area, Fund, Cost Center, Etc.

GL Account	D/C Indic.	Amount in LC	ARDocNo	ARIt...	Reversal	BusA	Fund	Cost Center	WBS Element	Grant	Order	RPTG Fund	Functional Area	Ref. Key 3	Text
4830014	Debit	100.00			<input type="checkbox"/>	109	Z12..XW700	1090000000							
4830014	Credit	100.00			<input type="checkbox"/>	109	10900Z1200	1091012000							
		0.00			<input type="checkbox"/>										
		0.00			<input type="checkbox"/>										
		0.00			<input type="checkbox"/>										
		0.00			<input type="checkbox"/>										
		0.00			<input type="checkbox"/>										

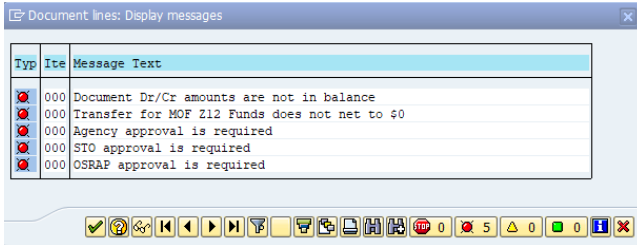
Validations are in place to ensure these entries are limited to special revenue transfers. Only certain GL accounts are available to use within this transaction.

GL Account	GL Description	Single FY Entry	Cross FY Entry
1150150	DUE FROM OTHER FUNDS SEEDS	X	X
1159010	IMPREST ACCOUNT SEEDING/REPLENISHMENT	X	
2120150	DUE TO OTHER FUNDS SEEDS	X	X
4710135	MISC REC-PRIOR YEAR LOAN PAYBACK CLEARING	X	
4830010	INTER FUND CY TRANSFERS OUT	X	X
4830011	INTER FUND CY TRANSFERS IN	X	X
4830012	INTER FUND PY TRANSFERS IN	X	X
4830013	INTER FUND PY TRANSFERS OUT	X	X
4830014	INTRAFUND TRANSFER	X	X
4830015	PY CASH CARRYOVER ADJUSTMENT	X	
4830016	PY CASH CARRYOVER		X
4830017	PY CASH OUT		X
4830018	8-G PRIOR YEAR REFUNDS		
4830019	PRIOR YEAR BUSINESS AREA FUND LOAN PYBK-TRNF IN	X	
4830020	PRIOR YEAR BUSINESS AREA FUND LOAN PYBK-TRNF OUT	X	

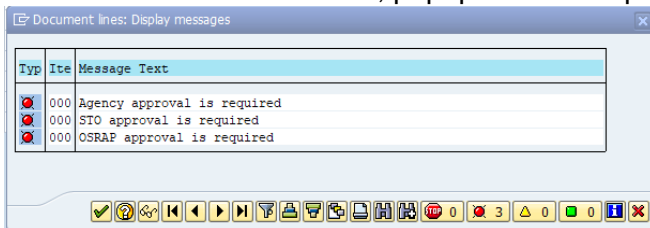
Select Check to review the document for errors.



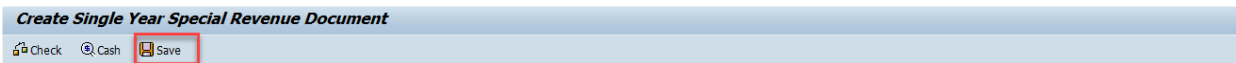
Any Errors will display in a pop-up box:



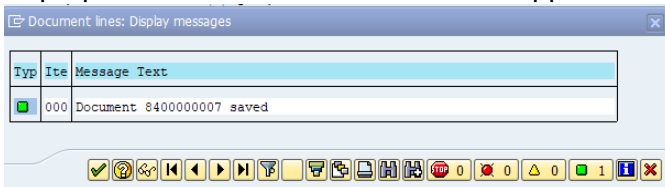
Once all errors are corrected, popup box will display remaining required approval steps.



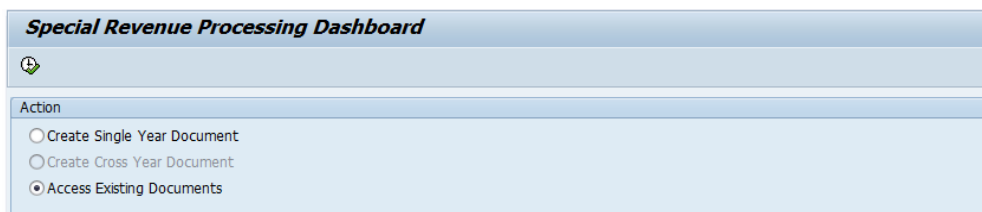
Save Document.



Pop-up box with document number will appear.




B. Access Existing document – Select Access Existing Documents.



The selection screen of the dashboard is dynamic, and provides various selection criteria to search for documents and view their statuses. Users can execute the report for all documents or specific document(s). If the document number is unknown, Selection Criteria, Additional Selection Criteria, and Document Status fields can be used to narrow down the search.







To search by document number, enter the document number and select execute.

Special Revenue Processing Dashboard







Action
☐ Create Single Year Document
☐ Create Cross Year Document
☒ Access Existing Documents

Selection Criteria

Posting Date	<input type="text"/>	to	<input type="text"/>	
Posting Period	<input type="text"/>	to	<input type="text"/>	
Fiscal Year	2023	to	<input type="text"/>	
Entry Date	<input type="text"/>	to	<input type="text"/>	
Business Area	<input type="text"/>	to	<input type="text"/>	
Document Number	<input type="text"/>	to	<input type="text"/>	

Additional Selection Criteria

Initiated By	<input type="text"/>	to	<input type="text"/>	
Entry Type	<input type="text"/>	to	<input type="text"/>	
AR Document Number	<input type="text"/>	to	<input type="text"/>	
BAFL Repayment Document	<input type="text"/>	to	<input type="text"/>	

☐ Display Prior Yr Doc. for Cross FY Documents

Document Status
☒ Doc. To Be Approved/Posted
☐ Doc. Approved/Posted

Approval Status
☒ All
☐ Agency Approval Required
☐ STO Approval Required
☐ OSRAP Approval Required

Select Output Display
 Layout

Double click the document number to view the document.

STATE OF LOUISIANA																			
Report Name: ZFI2236 Special Revenue Processing Dashboard																			
Report Date & Time: 04/04/2023 10:02:35																			
Doc Status	Entry Type	Document No	Prior Yr	Int. By	Trans. BA	Reference	BAFL Repay	Header Text	Doc. Date	Posting Date	Entered on	Period	Fiscal Yr	Agen. Aprd	OSRAP Aprd	STO Aprd	Agen....	OSRAP...	STO A...
	S	840000977		A	109	TRANSFER Z12			04/04/2023	04/04/2023	04/04/2023	10	2023						
																		AR Document	AR Receipt
																		Msg type	Message text
																		E	Agency appro

Note all fields are grayed out in display mode.

Display Single Year Special Revenue Document 8400000977

Edit Check Cash Changes

Header Details				Totals Overview	
Document Number	8400000977	Created By	BTHRIO	BRIDGET THERJOT	
Initiated By	A Agency	Created On	04/04/2023		
Document Date	04/04/2023	Changed By	BTHRIO	BRIDGET THERJOT	Total Dr. 100.00
Posting Date	04/04/2023	Changed On	04/04/2023		Total Cr. 100.00
Document Type	Z9				
Reference	TRANSFER Z12	Agency Approver			
Doc.Header Text		Agency Approved On			
Transacting BA	109 GOV-COAST PROT & RESTOR AUTH	STO Approver			
BAFL Repayment Document		STO Approved On			
Agency Approved	<input type="checkbox"/>	OSRAP Approver			
STO Approved	<input type="checkbox"/>	OSRAP Approved On			
OSRAP Approved	<input type="checkbox"/>				

G/L Account	D/C Indic.	Amount in LC	ARDocNo	ARIt...	Reversal BusA	Fund	Cost Center	VBS Element	Grant	Order	RPTG Fund	Functional Area	Ref. Key 3	Text
4830014	Debit	100.00			<input type="checkbox"/>	109 Z12.XW700	1090000000							
4830014	Credit	100.00			<input type="checkbox"/>	109 10900Z1200	1091012000							

To make any changes after the document is saved, select the Edit icon. The document changes from display mode to edit mode. Only the agency that initiated the document can make edits to the document.

Display Single Year Special Revenue Document 8400000977

Edit Check Cash Changes

C. Agency Approval – Select Access Existing Documents.

Note: Agency approval is not required if OSRAP or STO initiated the document on behalf of the agency.

To approve the document:

- The document needs to be error free.
- The “Approved” check box must be selected.
- The user must be different from the one that made the last change.
- The user must have ZFI2236 Post authorization.

This criteria also applies to documents initiated by OSRAP or STO.

Enter document number on the Access Existing Document(s) option and select execute.

- Alternatively, to view all documents requiring your agency approval, select Doc. To be Approved/Posted and Agency Approval Required options together as shown.

Document Status

☒ Doc. To Be Approved/Posted

☐ Doc. Approved/Posted

Approval Status

☐ All

☒ Agency Approval Required

☐ STO Approval Required

☐ OSRAP Approval Required

Double click the document number.

STATE OF LOUISIANA
Report Name: ZFI2236 Special Revenue Processing Dashboard
Report Date & Time: 04/04/2023 10:02:35

Doc Status	Entry Type	Document No	Prior Yr	Int. By	Trans. BA	Reference	BAFL Repay	Header Text	Doc. Date	Posting Date	Entered on	Period	Fiscal Yr	Agcn. Aprd	OSRAP Aprd	STO Aprd	Agcn....	OSRAP...	STO A...	Z900c...	AR Document	AR Receipt	Msg type	Message text
✓	S	8400000977		A	109	TRANSFER Z12			04/04/2023	04/04/2023	04/04/2023	10	2023										E	Agency appro

Display Single Year Special Revenue Document 8400000977

Edit Check Cash Changes

Header Details										Totals Overview	
Document Number	8400000977			Created By	BTHERIO BRIDGET THERIOT			Total Dr.	100.00		
Initiated By	A Agency			Created On	04/04/2023			Total Cr.	100.00		
Document Date	04/04/2023			Changed By	BTHERIO BRIDGET THERIOT						
Posting Date	04/04/2023			Changed On	04/04/2023						
Document Type	29			Agency Approver							
Reference	TRANSFER Z12			Agency Approved On							
Doc.Header Text				STO Approver							
Transacting BA	109 GOV-COAST PROT & RESTOR AUTH			STO Approved On							
BAFL Repayment Document				OSRAP Approver							
Agency Approved	<input type="checkbox"/>			OSRAP Approved On							
STO Approved	<input type="checkbox"/>										
OSRAP Approved	<input type="checkbox"/>										

G/L Account	D/C Indic.	Amount in LC	ARDocNo	ARIT...	Reversal	BusA	Fund	Cost Center	WBS Element	Grant	Order	RPTG Fund	Functional Area	Ref. Key 3	Text
4830014	Debit	100.00			<input type="checkbox"/>	109	Z12..XW700	1090000000							
4830014	Credit	100.00			<input type="checkbox"/>	109	10900Z1200	1091012000							

Select Edit.

Display Single Year Special Revenue Document 8400000977

Edit Check Cash Changes

Document can now be approved. Select Agency Approved box, then Save Document.

Edit Single Year Special Revenue Document 8400000977

Display Check Cash Save Delete

Header Details										Totals Overview	
Document Number	8400000977			Created By	BTHERIO BRIDGET THERIOT			Total Dr.	100.00		
Initiated By	A Agency			Created On	04/04/2023			Total Cr.	100.00		
Document Date	04/04/2023			Changed By	BTHERIO BRIDGET THERIOT						
Posting Date	04/04/2023			Changed On	04/04/2023						
Document Type	29			Agency Approver							
Reference	TRANSFER Z12			Agency Approved On							
Doc.Header Text				STO Approver							
Transacting BA	109 GOV-COAST PROT & RESTOR AUTH			STO Approved On							
BAFL Repayment Document				OSRAP Approver							
Agency Approved	<input type="checkbox"/>			OSRAP Approved On							
STO Approved	<input type="checkbox"/>										
OSRAP Approved	<input type="checkbox"/>										

G/L Account	D/C Indic.	Amount in LC	ARDocNo	ARIT...	Reversal	BusA	Fund	Cost Center	WBS Element	Grant	Order	RPTG Fund	Functional Area	Ref. Key 3	Text
4830014	Debit	100.00			<input type="checkbox"/>	109	Z12..XW700	1090000000							
4830014	Credit	100.00			<input type="checkbox"/>	109	10900Z1200	1091012000							

After saving document, click the check icon to view remaining approvals required.

Document lines: Display messages

Typ	Itc	Message Text
000		Document 8400000977 saved

D. OSRAP Approval – Select Access Existing Documents.

Note: For agency initiated documents, OSRAP or STO approval can occur in any order. Agency approval must occur before OSRAP or STO can approve the document.

Enter document number on the Access Existing Document(s) option and select execute. (Same as step C, double click the document number, then select Edit Icon).

- Alternatively, to view all documents requiring your agency approval, select Doc. To be Approved/Posted and OSRAP Approval Required options together as shown.

Document Status

☒ Doc. To Be Approved/Posted

☐ Doc. Approved/Posted

Approval Status

☐ All

☐ Agency Approval Required

☐ STO Approval Required

☒ OSRAP Approval Required

Select OSRAP Approved Box, then Save Icon.

Edit Single Year Special Revenue Document 8400000977

Display Check Cash **Save**

Header Details				Totals Overview	
Document Number	8400000977	Created By	BTHERIO	BRIDGET THERJOT	
Initiated By	A Agency	Created On	04/04/2023		
Document Date	04/04/2023	Changed By	BTHERIO	BRIDGET THERJOT	Total Dr. 100.00
Posting Date	04/04/2023	Changed On	04/04/2023		Total Cr. 100.00
Document Type	Z9				
Reference	TRANSFER Z12	Agency Approver	P00229115	REGAN GRANIER	
Doc. Header Text		Agency Approved On	04/04/2023		
Transacting BA	109 GOV-COAST PROT & RESTOR AUTH	STO Approver			
BAFL Repayment Document		STO Approved On			
Agency Approved	<input checked="" type="checkbox"/>	OSRAP Approver			
STO Approved	<input type="checkbox"/>	OSRAP Approved On			
OSRAP Approved	<input type="checkbox"/>				

G/L Account	D/C Indic.	Amount in LC	ARDocNo	ARIT...	Reversal	BusA	Fund	Cost Center	WBS Element	Grant	Order	RPTG Fund	Functional Area	Ref. Key 3	Text
4830014	Debit	100.00			<input type="checkbox"/>	109	Z12..XW700	1090000000							
4830014	Credit	100.00			<input type="checkbox"/>	109	10900Z1200	1091012000							

Document lines: Display messages

Typ	Itc	Message Text
000		Document 8400000977 saved

Buttons: [Icons for various actions]

E. Treasury Approval – Select Access Existing Documents.

Note: For agency initiated documents, OSRAP or STO approval can occur in any order. Agency approval must occur before OSRAP or STO can approve the document.

Enter document number on the Access Existing Document(s) option and select execute. (Same as step C, double click the document number, then select Edit Icon).

- Alternatively, to view all documents requiring your agency approval, select Doc. To Be Approved/Posted and STO Approval Required options together as shown.

Document Status

- ☒ Doc. To Be Approved/Posted
- ☐ Doc. Approved/Posted

Approval Status

- ☐ All
- ☐ Agency Approval Required
- ☒ STO Approval Required
- ☐ OSRAP Approval Required

Select STO Approved box, then the save icon at the very top of the document.

System Help

« » [Icons]

Edit Single Year Special Revenue Document 8400000977

Display Check Cash

Header Details				Totals Overview	
Document Number	8400000977	Created By	BTHERIO	BRIDGET THERIOT	
Initiated By	A Agency	Created On	04/04/2023		
Document Date	04/04/2023	Changed By	BTHERIO	BRIDGET THERIOT	
Posting Date	04/04/2023	Changed On	04/04/2023		
Document Type	Z9				
Reference	TRANSFER Z12	Agency Approver	P00229115	REGAN GRANIER	
Doc.Header Text		Agency Approved On	04/04/2023		
Transacting BA	109 GOV-COAST PROT & RESTOR AUTH	STO Approver	P00208897	NICHOLAS BOUDREAUX	
BAFL Repayment Document		STO Approved On	04/04/2023		
Agency Approved	<input checked="" type="checkbox"/>	OSRAP Approver	P00026444	JAMES LODGE	
STO Approved	<input checked="" type="checkbox"/>	OSRAP Approved On	04/04/2023		
OSRAP Approved	<input checked="" type="checkbox"/>				

G/L Account	D/C Indic.	Amount in LC	ARDocto	ARIT...	Reversal	BusA	Fund	Cost Center	WBS Element	Grant	Order	RPTG Fund	Functional Area	Ref. Key 3	Text
4830014	Debit	100.00			<input type="checkbox"/>	109	Z12..XV700	1090000000							
4830014	Credit	100.00			<input type="checkbox"/>	109	10900Z1200	1091012000							

Document lines: Display messages

Typ	It	Message Text
000		Document 8400000977 posted

[Icons]

F. Entering a Special Revenue Document with an AR Document (s). The transaction allows for multiple accounting strings and multiple open receivable documents to be coded on one document.

When classifying to an open customer receivable, the system will:

- Validate the accounting string to ensure its accuracy and that it is authorized to be used.
- The “Copy AR Document” may be used to retrieve the desired account assignment details and balances of the receivable’s accrued revenue lines.
- When necessary, the retrieved account assignments may be updated to meet your agency’s business process. (For example: The need to add/change the Cost Center).
- The “Mass Update AR document” may be used to populate a specific set of line items on the special revenue document to have a unique G/L account. It can also be used to proportionately split an amount to the line items based on the selected line item’s values.
- Checks to ensure that the transfer amount for each unique AR’s accounting string does not exceed the remaining balance of that string. This is regardless of whether the “Copy AR Document” function is used or AR document/line items were manually entered.
- Checks to ensure that an unrelated agency’s receivable is not processed

Copy AR Document

G/L Account	D/C Indic.	Amount in LC	ARDocNo	ARIt...	Reversal	BusA	Fund	Cost Center	WBS Element	Grant	Order	RPTG Fund	Functional Area
		0.00			<input type="checkbox"/>								
		0.00			<input type="checkbox"/>								
		0.00			<input type="checkbox"/>								

In the pop-up box enter AR Document number, then select green check.

Selection

AR Document Number

1800057978

☒
☐

New pop-up box appears with the available AR document information.

Edit: Single Year Special Revenue Document 8400000023											
Select line items to be transferred											
ARDocNo	ARIt...	G/L Account	D/C Indic.	Amount in LC	BusA	Fund	Cost Center	WBS Element	Grant	Order	Functional Area
1800057978	2	Credit		2.00	109	C57176Z121	109C010000	C.100276.1.01	C109010360.17		NOT_RELEVANT
1800057978	3	Credit		8.00	109	C57186Z121	109C010000	C.100276.1.10	C109010360.17		NOT_RELEVANT

Select lines to be brought into the special revenue transaction by clicking the box to the far left on the line, or select all lines by clicking the select all button at the top left, then select the green transfer button on the bottom right.

The account assignment coding and any text are now in the document.

G/L Account	D/C Indic.	Amount in LC	ARDocNo	ARIt...	Reversal	BusA	Fund	Cost Center	WBS Element	Grant	Order	RPTG Fund	Functional Area	Ref. Key 3	Text
Credit		2.00	1800057978	2	<input type="checkbox"/>	109	C57176Z121	109C010000	C.100276.1.01	C109010360.17			NOT_RELEVANT	1234	
Credit		8.00	1800057978	3	<input type="checkbox"/>	109	C57186Z121	109C010000	C.100276.1.10	C109010360.17			NOT_RELEVANT	1234	
		0.00			<input type="checkbox"/>										

The GL account is NOT carried into the document. The GL account can be manually entered on each line or the Mass Update AR Doc. Option can be used.

Enter the AR Document number and the GL Account, then select green check.

GL Account is now populated.

G/L Account	D/C Indic.	Amount in LC	ARDocNo	ARIt...	Reversal	BusA	Fund	Cost Center	WBS Element	Grant	Order	RPTG Fund	Functional Area	Ref. Key 3	Text
4830011	Credit	2.00	1800057978	2	<input type="checkbox"/>	109	C57176Z121	109C010000	C.100276.1.01	C109010360.17			NOT_RELEVANT	1234	
4830011	Credit	8.00	1800057978	3	<input type="checkbox"/>	109	C57186Z121	109C010000	C.100276.1.10	C109010360.17			NOT_RELEVANT	1234	
		0.00			<input type="checkbox"/>										

Once approved, the following documents will be generated and posted to all applicable ledgers:

- For non-AR: A journal entry (Doc Type Z9)
- For AR: A customer collection document (Doc Type DZ) to debit Clearing, credit Customer, debit Accrued Revenue, credit Revenue

A job will be scheduled daily to clear any receivable documents that can be cleared after the special revenue document is posted.

Reporting Fund is used with GL accounts 4830010/4830011 and 4830012/4830013 pairings. Report Fund is required for these GLs.

- GL accounts equal 4830010/4830011 and 4830012/4830013
- Amounts of the two accounts equal
- Field is blank (i.e. user has not put in a value)

[illegible][illegible]

Create Document - Select Create Single Year Document, then select execute.
Enter Header data. Document Date, Posting Date, and Transacting Business area are required fields.
Reference and Document Header Text are free text fields.

For BAFL Repayment, the BAFL Repayment Document field is required. Enter the Business Area Fund Loan Repayment document and select enter.

Create Single Year Special Revenue Document

Check Cash Save

Header Details				Totals Overview	
Document Number		Created By	BTHERIO	BRIDGET THERIOT	
Initiated By	A Agency	Created On	04/04/2023		
Document Date	04/04/2023	Changed By	BTHERIO	BRIDGET THERIOT	Total Dr. 12,303.30
Posting Date	04/04/2023	Changed On	04/04/2023		Total Cr. 12,303.30
Document Type	Z9	Agency Approver			
Reference	PY BAFL REPAY	Agency Approved On			
Doc.Header Text		STO Approver			
Transacting BA	109	STO Approved On			
BAFL Repayment Document	101653193	OSRAP Approver			
Agency Approved	<input type="checkbox"/>	OSRAP Approved On			
STO Approved	<input type="checkbox"/>				
OSRAP Approved	<input type="checkbox"/>				

GL Account	D/C Indic	Amount in I.C.	ARDocNo	ARt	Reversal	BusA	Fund	Cost Center	WBS Element	Grant	Order	RPTG Fund	Functional Area	Ref. Key 3	Text
4710135	Debit	6,151.65			<input type="checkbox"/>	109	1090021200	1090000000				10900006A0			
4830019	Credit	6,151.65			<input type="checkbox"/>	109		1090000000							
4710135	Credit	6,151.65			<input type="checkbox"/>	109	10900006A0	1090000000							
4830020	Debit	6,151.65			<input type="checkbox"/>	109	10900006A0	1090000000							

The lines of the document will automatically populate. The amount and all coding (BA/Fund/Cost Center) is taken from repayment document. Most fields cannot be changed, with the exception of Fund (for repayments to Stat Ded Funds only) and line item Text.

When loan repayment is made,

- To General Fund, Fund B15..XB200 will be defaulted for GL 4830019. The Fund cannot be changed.
- To Statutory Dedicated Funds, user will need to enter the appropriate Treasury Stat Ded fund (xxx..xxxxx) for GL 4830019 as shown in the example above.
- To all other Funds, the original loaner fund is defaulted for GL 4830019 and cannot be changed.

Check the document and Save. Proceed with applying all levels of approvals for the document.

I. Transaction ZFI2236 has attachment functionality using the Services for Object button.

Display Single Year Special Revenue Document 8400000911

Create... Create Attachment

Attachment list

Private Note

Send

Relationships

Workflow

My Objects

Help for object services

6/12/2023

6/12/2023

9

Reference ATTACHMENT

Doc.Header Text TEST

Created By

Created On

Changed By

Changed On

Agency Approver

Agency Approved On

- The Z9 document must be Saved for document number creation before an attachment can be added.

- Initiated By Agency - A
 - Agency users can view and edit attachments / notes at any time (Save/Approve/Posted)
 - OSRAP and STO users with Post authorization cannot view and edit attachments / notes until agency has approved the document. Once agency approved, OSRAP / STO can view/edit.
- Initiated By OSRAP - O
 - Agency users cannot view and edit attachments / notes at any time except when document is Posted via dashboard drilldown to document or FB03.
 - STO users with Post authorization cannot view and edit attachments / notes until OSRAP has approved the document. Once approved, STO can view/edit.
- Initiated By STO - S
 - Agency users cannot view and edit attachments / notes at any time except when document is Posted via dashboard drilldown to document or FB03.
 - OSRAP users with Post authorization cannot view and edit attachments / notes until STO has approved the document. Once approved, OSRAP can view/edit.

[LaGov ERP Report Quick Reference Guide](#)

This step-by-step guide will walk you through saving your own variants and customizing the output for any LaGov report. Print and keep it handy.

For additional information on LaGov reporting and navigation; review the following training courses in LEO:

- Core Component (ECC) Navigation & Reporting
- LaGov Reporting Basics
- LaGov Reporting Advanced